



City of  
**WOODSTOCK**

**Request for Qualifications**

**Old Sheriff's House and Jail**

**Downtown Woodstock**



**Issued: April 5, 2018**

**Submittal Date: Thursday, May 10, 2018, by 4:00 p.m. (CDT)**

Submittals must be submitted electronically to:

Joseph Napolitano  
Building and Zoning Department  
121 W. Calhoun Street  
Woodstock, IL 60098  
[jnapolitano@woodstockil.gov](mailto:jnapolitano@woodstockil.gov)

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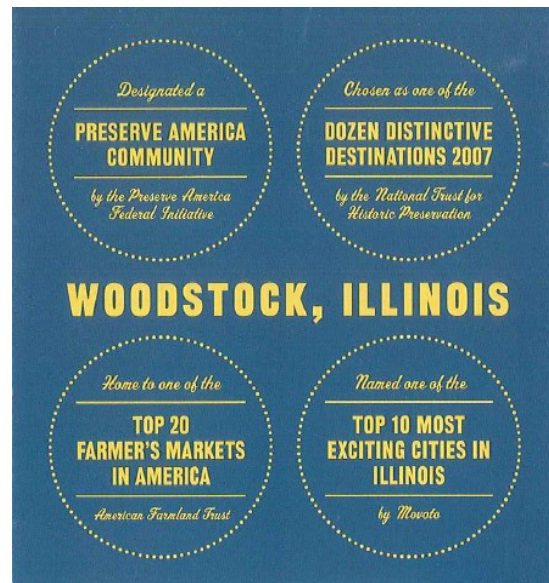
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47 miles from Chicago, Woodstock is on the edge of the Chicago metropolitan area. We're close to the city with a small town, rural personality all our own.

**Real charm.**  
**Real fun.**  
**Real easy to get to.**



## 1. Introduction

The City of Woodstock, Illinois ("City"), population 25,528 and located 47 miles northwest of Chicago, is pleased to issue this Request for Qualifications ("RFQ") seeking interested businesses and individuals to reuse/lease all or a portion of the Old Sheriff's House and Jail ("Building"), located at 115 N. Johnson Street and adjacent to the Old McHenry Courthouse (see Attachment A, Location Map).

This RFQ is a unique opportunity to bring a new use to a landmark building and to further the vitality of the Woodstock Square, considered the heart of the community and boasting an eclectic mix of restaurants, arts and entertainment venues and specialty retail shops. The City is seeking an innovative partner with the vision and expertise to bring a creative and successful use to the building while preserving it's unique, historic charm and character.



Area Map

The City intends to evaluate all submittals received based on the evaluation criteria contained in this RFQ and select the most qualified respondent(s) to respond to a final Request for Proposals (RFP). Based on the final submittals to the subsequent RFP, the City may enter into negotiations with the most qualified proposer for the lease of the Building. The City reserves the right to re-open this RFQ process if necessary.

### Key Dates

Building Tour	April 17, 2018 at 2:00 p.m. April 19, 2018 at 10:00 a.m.
Written Questions Deadline	April 30, 2018 at 4:00 p.m.
Submittal Deadline	May 10, 2018 at 4:00 p.m.

## 2. Project Goals

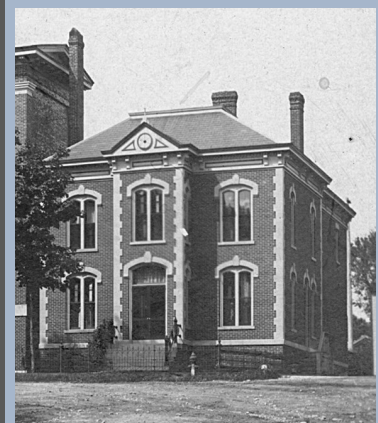
The purpose of this RFQ is for the City to determine potential development partner(s) who can contribute quality rehabilitation, adaptive use and/or development that contributes to the preservation and activation of the Old Sheriff's House and contribute to the Woodstock Square's future as a thriving, active center of culture, recreation, family activities, and civic events. To this end, respondents are expected to demonstrate their ability to fulfill the goals designated for the project as outlined herein. The City is open to all creative proposals for the adaptive reuse of the Building that are consistent with maintaining the character of the site. In considering responses to this RFQ, the City has established the following overarching goals:

- Preserve and reactivate the building as a publicly-accessible amenity and destination for Woodstock residents and visitors.
- Expand the shopping, restaurant, entertainment and cultural amenities in the area compatible with the neighboring Old Courthouse, Opera House and overall uses of the Woodstock Square in a way that does not conflict with those neighboring uses and adjacent neighborhoods.
- Leverage private investment for the rehabilitation of a publicly-owned asset.
- The sustainability of the concept does not rely on ongoing City financial support (such as an annual operating subsidy).
- Sensitive approach to the historical nature of the building and its origins.

## 3. Building Conditions

The Old Sheriff's House and Jail are part of the Old McHenry County Courthouse property, currently owned by the City of Woodstock. Built in 1857 and located in the exact center of McHenry County, the Old Courthouse was joined by the accompanying Sheriff's House & Jail in 1887, and issued landmark status by the National Register of Historic Places in 1974.

The total available space in the Sheriff's House and Jail is approximately 7,200 square feet (three levels, including raised basement) plus a 25' x 35' outdoor patio area. The main level has 2,500 square feet, the upper level has 2,400 square feet, and the lower raised basement level has 2,300 square feet (all approximate). The interior includes original Victorian style woodwork including staircase and railings. The only restrooms in the building are located on the upper level and in the basement. The steel and concrete jail contains 1912 era jail cells on the main level and even older cells on the upper level. The main level jail cells were used for dining until about 12 years ago. The upper level jail is not heated. Floor plans are available as Attachment B-1, B-2 and B-3. The main entrance to the Sheriff's House faces the Woodstock Square and is accessed from Johnson Street by new replica limestone stairs. Secondary access can be obtained via a corridor which runs between the adjacent Old Courthouse and the Sheriff's House or from the west (Throop Street) side. The basement can be accessed from both the front and back.



**Sheriff's House and Jail**

The Sheriff's House and Jail were constructed in 1887, adjacent to the McHenry County Courthouse. This photo is circa 1905.



The previous tenant was a restaurant, which vacated the premises in the spring of 2015. The building has remained vacant since then so that exterior stabilization work could be completed without disruption. As with many historic buildings, the Sheriff's House has several building and life safety code challenges to overcome in order to introduce a new use. These challenges are identified in a Staff Memorandum dated July 23, 2015 (see Attachment C, Staff Memorandum). However, the City is committed to finding appropriate and feasible solutions to address these challenges and will partner with the selected end user to that end.

## 4. Potential Uses

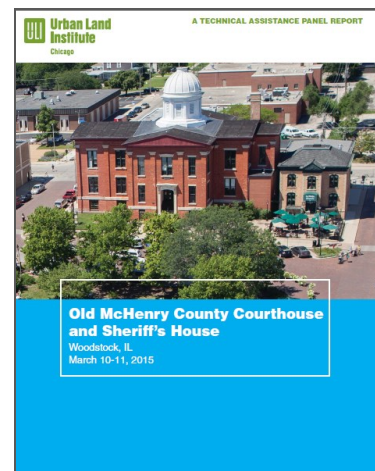
The City is seeking an end user with a creative, yet realistic vision for the long-term use of the building. Preservation of the historic character of the building will be a key component and should be addressed in any proposal.

### *Previous Studies*

Several studies have already been undertaken by the City to help determine appropriate uses for the Old Courthouse and Sheriff's House, and respondents are encouraged to review these documents prior to making a submittal.

◇ *Urban Land Institute Technical Assistance Panel (ULI-TAP).*

In March 2015, the City engaged the Urban Land Institute Chicago (ULI Chicago) to evaluate and recommend opportunities for the reuse and ownership of the Old McHenry County Courthouse and the Sheriff's House. With funding from the McHenry County Community Foundation, ULI Chicago convened an 8-member panel of experts in real estate development, financing, law, architecture and historic preservation. The panel reviewed detailed background briefing material in advance of the meeting in Woodstock. While on site, the panelists toured the buildings and surrounding area, heard from representatives of and consultants to the City of Woodstock, and met with almost 100 area stakeholders, including residents, business owners, and staff from the county, local nonprofits and educational institutions. With this information, the panelists worked together to develop a course of action that would ensure the Courthouse will be restored as an outstanding asset for Woodstock and the larger McHenry County community. The ULI-TAP Report is included as Attachment D.



One of the steps recommended by the ULI-TAP Report was to form an Advisory Board to “facilitate collaboration at the community and regional level and help define a common vision for the Courthouse.” In October of 2015, the Woodstock City Council acted on this recommendation and adopted an ordinance establishing the Old Courthouse and Sheriff's House Advisory Commission. Commission members were appointed and their first meeting was held in January of 2016. Respondents are encouraged to review the past meeting minutes of the Commission, which can be found on the City of Woodstock website [www.woodstockil.gov](http://www.woodstockil.gov).

- ◇ *ArtSpace Study.* A second study, again funded by the McHenry County Community Foundation, was conducted in spring of 2016 in response to interest from Woodstock's arts community. The report by Artspace, nationally-renown developers of affordable space for artists, made several recommendations, building upon the TAP Report's findings. The study suggested the restaurant space on the lower level of the Courthouse offered an attractive community benefit, and the Arts Center gallery and shop were also appropriate, although that programming and hours could hopefully be expanded. The report further suggested some type of possible museum space in the Sheriff's House part of the complex, and investigation into the concept of establishing a co-working center on the 2nd floor of the Old Courthouse. The study offered strong support for the City to retain ownership of the facility to ensure appropriate restoration and ongoing historic preservation, while also suggesting consideration of non-profit management of programming. These suggestions were reviewed, discussed, and ownership and general uses subsequently approved by both the Old Courthouse Commission and City Council. Research into a range of programming and funding options remains underway as the buildings' extensive restoration process continues. The ArtSpace Study is included as Attachment E.
- ◇ *NIU Co-Working Study.* In 2017, the City accepted a proposal by Northern Illinois University Center for Governmental Studies to study the potential for a co-working space to be located in the Old Courthouse and/or Sheriff's House. The study will examine the potential for all types of co-working including incubator and creative uses. The proposal offered a phased approach with decision points at the end of each phase. Phase One of the study has been completed and is included as Attachment F. A decision to proceed with Phase Two has not yet been reached.



### *Uses*

Reuse of the building could include one or some combination of the following uses:

- Restaurants or other food-service uses that can activate the jail cell areas and the outdoor patio space.
- Retail uses that can activate the building and grounds, such as arts or antiques or specialty retail.
- Entertainment uses such as live music.
- Hospitality uses.
- Cultural uses such as performance space for music, theater, dance, film, museum, exhibition spaces or other arts-related uses that invite the public into the building and create synergies with other cultural organizations in the City of Woodstock.

**The City is open to new ideas and creative uses and this list is not intended to be exhaustive nor does it limit the ideas or concepts that may be proposed.** However, please note that residential or industrial uses will not be considered.

## 5. Area Context

### *History*

The Old McHenry County Courthouse, considered the anchor of the Woodstock Square, was designed by John Mills Van Osdel, chief architect of the Palmer House in Chicago. This simple Italianate structure, similar to the Cook County Courthouse of 1853 that was destroyed in the Great Chicago Fire, was built at a cost of \$47,000. The Sheriff's House and Jail were constructed in 1887 after a state report indicated that the existing jail in the basement of the courthouse should be abandoned.

The front of the Sheriff's House served as living quarters for the Sheriff and this family, while the jail was located in the rear. The Sheriff's wife was expected to cook meals for the prisoners. Since there were no federal prisons at the time, federal prisoners were often sent to the McHenry County Jail. The jail's best known prisoner was Eugene V. Debs of the American Railway Union who was sentenced to prison in Woodstock in 1896 for contempt of court, related to his activities in the famous Pullman Strike. During his sentence, Sheriff George Eckert extended extraordinary privileges to Debs and the two subsequently went on to form a lifelong friendship. Debs later became a prominent figure in the socialist movement and a five-time candidate of the Socialist Party of America for President of the United States.

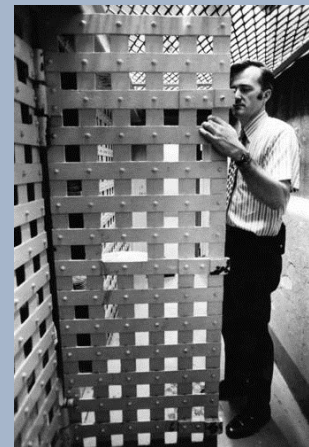
For over a century, the Old Courthouse and Sheriff's House served thousands of residents from throughout McHenry County until a new government center was built in 1972. The buildings were purchased by a private party in 1973 and the new owners established an art gallery, studios, restaurant and museum space, including the former Chester Gould/Dick Tracy Museum. Chester Gould, creator of the Dick Tracy comic strip, was a longtime resident of Woodstock/Bull Valley. Gould and his family moved to the area in 1936 after painstakingly restoring an old farmhouse. He commuted daily to his office in Chicago and later in his life, drew many of the Dick Tracy comic strips in his farmhouse studio.

By 2011 it was clear the long-term maintenance and growing repair and restoration needs of the Old Courthouse and Sheriff's House were cost-prohibitive for private ownership to continue, and the buildings were transferred to the City of Woodstock. The City commissioned a professional assessment of the buildings' condition, and historic preservation architect Gary W. Anderson Architects, developed an outline of essential repairs, and estimated costs (See Attachment G, Architect's Report).



Old Courthouse

Located in the exact center of McHenry County, the Old McHenry County Courthouse, designed by Architect John Mills Van Osdel, was constructed in 1857 and served as the center for county government functions until 1972.



Jail Cell



Woodstock on Film and on the Stage

Muralist Mark Adamany works on a mural highlighting Woodstock's arts and entertainment heritage. The mural was unveiled in October of 2017.



Over the course of the past seven years, the City has invested over \$2 million to stabilize the buildings and prevent further deterioration. A new roof, copper dome, entry stairs and windows were completed at the Old Courthouse, along with numerous structural repairs and cleaning. The Old Sheriff's House has received a new roof, replacement windows, new entry stairs and new front door. The City is committed to the restoration of these structures and future planned enhancements include masonry restoration, soffit, fascia and cornice repairs, new stairway railings and landscaping. Current tenants in the Old Courthouse include the Public House Restaurant, the Northwest Area Arts Council Art Gallery and Talia Pavia Music Studio.

### ***Woodstock Square***

The Old Courthouse and Sheriff's House are located in the historic Woodstock Square, which was designated a National Register Historic District in 1988. Throughout the year, the Square is alive with activity and events including city band concerts (now in their 134th year), music festivals, parades, fairs, a farmer's market that spans three seasons, and the spectacular Lighting of the Square that heralds the start of the December holiday season. The 1993 movie, *Groundhog Day*, starring Bill Murray, was filmed in Woodstock and the City holds an annual Groundhog Days Festival with the prognostication, walking tours and other related events. Woodstock has received national recognition, named as a "Distinctive Destination" by the National Trust for Historic Preservation, and a "Preserve America Community" by the Preserve America Federal Initiative.

In addition to the Old McHenry County Courthouse and Jail, another prominent structure in the Square is the Woodstock Opera House (1890). The Woodstock Opera House was used for a multitude of public functions throughout its life, including City Hall, a library and fire department, with the Opera House occupying the second and third floors. Performers who spent their early years on its stage include Orson Welles and Paul Newman. After falling into disrepair, a community effort was started to fully restore the building. The building was placed on the National Register of Historic Places in 1974 and received a complete restoration in 1976 with Architect John Vincent Anderson overseeing the efforts. It reopened in February 1977 and once again was a thriving arts center, fully modernized, yet historically intact. The Opera House annex opened on an adjacent lot in 2003 and provided much needed office and back stage space, along with the popular Stage Left Café. Today, the Opera House plays host to over 500 amateur and professional events and activities each year.



**Spring House, Woodstock Square**

The Woodstock Square, designated a National Register Historic District in 1988, is host to numerous events each year. The Woodstock City Band has been performing in the Square each summer for 134 years.



**Woodstock Opera House**

The Romanesque-style Opera House remains the cultural and entertainment center of town. Performers who spent their early years on its stage include Orson Welles and Paul Newman, among others. Today, plays, concerts and performances are scheduled throughout the year.



## 6. Evaluation Criteria

The City will evaluate the RFQ submittals focusing on the capability of the respondent and the strength of the proposed concept for the rehabilitation, reuse and long-term management of the Building. The evaluation criteria are as follows:

### A. Respondent's Experience

- 1) Successful track record of rehabilitating, developing and operating facilities similar to the proposed concept.
- 2) Experience with adaptive reuse and rehabilitation of historic buildings, including familiarity with the Secretary of the Interior's Standards.
- 3) Demonstrated ability to operate and maintain a property of similar size, including the ability to sustain ongoing operational needs.
- 4) Ability to work with public sector partners.
- 5) Sufficient staff and expert consultants to deliver the project.
- 6) Demonstrated ability to work with community stakeholders and address community concerns.

### B. Financial Capacity. Respondent's proven ability to possess or attract equity or debt capital for projects, evidenced by financing of comparable projects, access to sufficient debt and equity for the proposed concept, and/or ongoing relationships with key financial backers.

### C. Project Concept

- 1) The proposed concept is compatible with the public's enjoyment of the building and grounds.
- 2) Consistency of proposed concept with the project goals discussed in Section 5 above.
- 3) Fit and synergies of the proposed use(s) and improvements with the Woodstock Square and its surrounding neighbors.
- 4) Overall ability of the proposed concept to add to the vitality of the Woodstock Square as a retail, restaurant, entertainment, cultural, recreational and civic destination.

### D. Feasibility

- 1) Evidence of the respondent to attract necessary private investment for the rehabilitation and adaptive reuse of the building.
- 2) Need, if any, for City capital funds for the project.
- 3) Cash flow projections that demonstrate that the project, once operational, will meet all lease, debt service and operating expenses without City support, or in the event that City support is required, the level and duration of City support needed.

Submittals will be evaluated solely at the discretion of the City and the City reserves the right to accept or reject partnering with any or all Developers.

## 7. Submittal Instructions and Requirements

### *Schedule*

Building Tour	April 17, 2018 at 2:00 p.m. April 19, 2018 at 10:00 a.m.
Written Questions Deadline	April 30, 2018 at 4:00 p.m.
Submittal Deadline	May 10, 2018 at 4:00 p.m.

### *Building Tour*

Interested parties are encouraged to attend one of the pre-submittal building tours, which will be held on April 17, 2018 at 2:00 p.m. and on April 19, 2018 at 10:00 a.m., at the site. The building tours will be coordinated with City staff. All attending parties will be asked to sign a liability waiver. No further building tours will be conducted.

### *RFQ Questions*

Any requests for information or clarification of this RFQ must be submitted in writing no later than 4:00 p.m. on April 30, 2018 to Joseph Napolitano, Director of Building & Zoning, at jnapolitano@woodstockil.gov. Responses to questions will be posted on the City's website for this RFQ. It is the responsibility of all respondents to review any and all additional information posted on the City's website for this RFQ.

### *Submittal Requirements*

A complete submittal to this RFQ shall consist of the following components:

- A. Transmittal/Cover Letter
- B. Respondent team information
  - 1) Indicate who is the lead respondent entity or individual.
  - 2) Identify the primary contact person for the submittal.
  - 3) Describe the intended role of the lead respondent and other team member(s) and key personnel in the implementation of the project.
  - 4) Include bios or resumes for key personnel on respondent team and key consultants/contractors.
- C. Description of relevant experience
  - 1) List of projects similar to the concept proposed, indicating the role/responsibility that the lead respondent or principals of team members had in the projects.
  - 2) Describe in greater detail at least three similar development projects to the one proposed in which the lead respondent was involved, including financing details and development costs (examples could be similar in scope, in budget, in approach to the concept proposed).
  - 3) Describe in greater detail how other members of the team bring experience or resources to augment the qualifications of the lead respondent.

## D. Project development concept

- 1) Project narrative describing the overall vision for the reuse of the building and how it responds to the goals and key terms contained in this RFQ. Detail the concept, activities that will occur in the building, partners or collaborators and target audiences.
- 2) General overview of the proposed building improvements that may be necessary to realize the proposed concept.
- 3) General description of how the historical elements of the building and site will be maintained and enhanced.
- 4) If available, plans and illustrative materials to communicate the concept.

## E. Demonstration of financial capacity

- 1) Respondent's financial information that provides a general level of detail about the respondent's financial condition and capability to finance the development of the project. The City is interested in information that provides evidence of the respondent(s) financial resources used in prior similar projects, financing sources and structures of past projects, and experience developing projects of a similar nature to the concept proposed.
- 2) Indicate if the lead respondent or any partner with equity has filed for bankruptcy or has had projects that have been foreclosed, transferred to creditor in lieu of foreclosure, or renegotiated or refinanced debt which resulted in relaxation of financial or other terms of existing debt.

## 8. Submittal Deadline

All interested Developers must submit qualifications as identified herein to the City **no later than 4:00 p.m. (CDT) on Thursday, May 10 2018**. It is the responsibility of the Developer to ensure that the City receives a submittal by the stated deadline.

Only electronic copies of submittals shall be accepted.

Electronic Address for Submittals:

jnapolitano@woodstockil.gov

Subject Line: RFQ for Old Sheriff's House and Jail

All submittals become the property of the City and will not be returned to the developer. Any or all portions of a submittal may be subject to release under the Illinois Freedom of Information Act.

## List of Attachments

Attachment A:	Location Map
Attachment B-1:	Main Level Floor Plan
Attachment B-2:	Upper Level Floor Plan
Attachment B-3:	Lower Level Floor Plan
Attachment C:	Staff Memorandum
Attachment D:	ULI-TAP Report
Attachment E:	ArtSpace Study
Attachment F:	NIU Co-Working Study, Phase 1
Attachment G:	Architect's Report





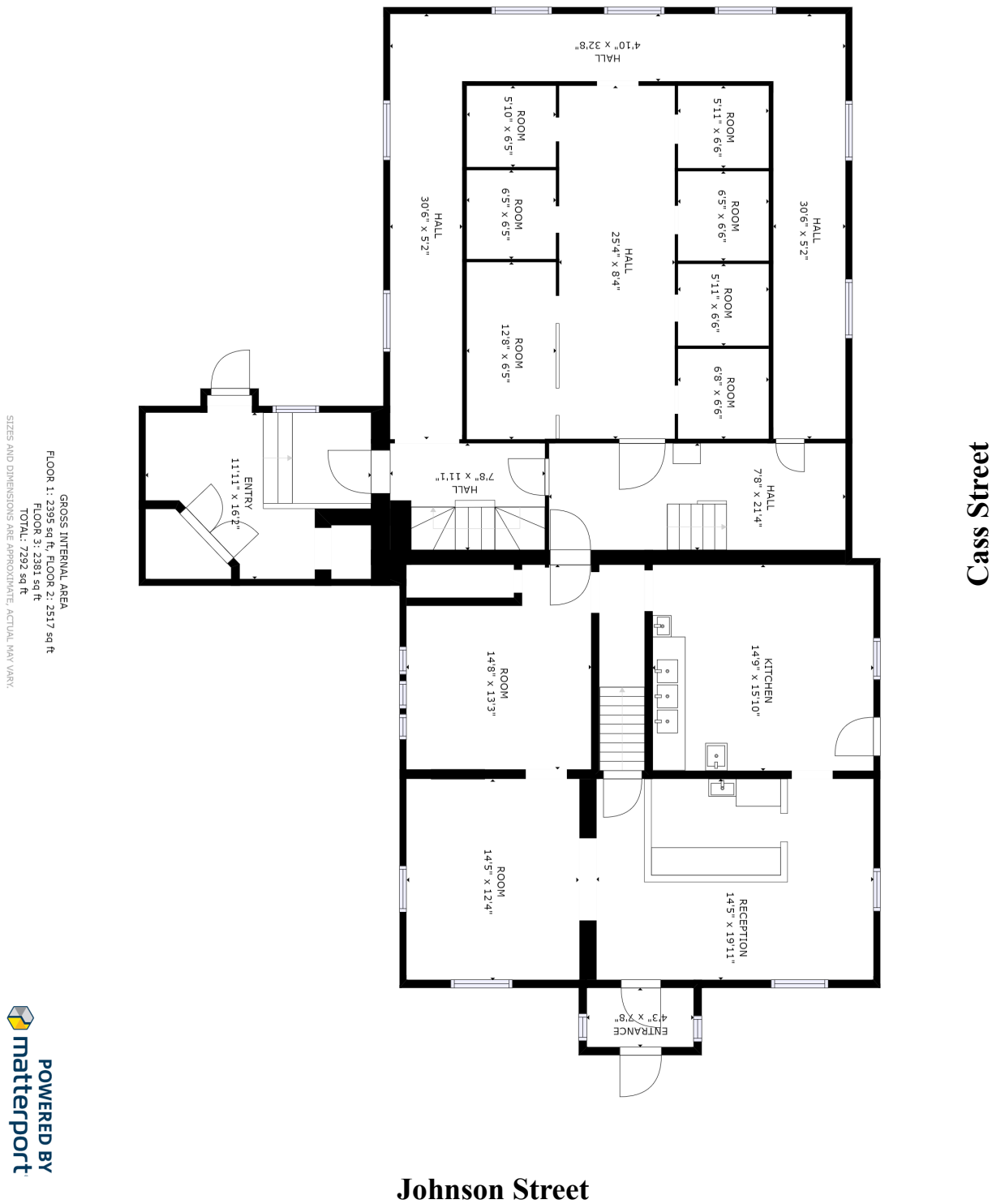
## Location Map

Old Sheriff's House and Jail

Attachment A

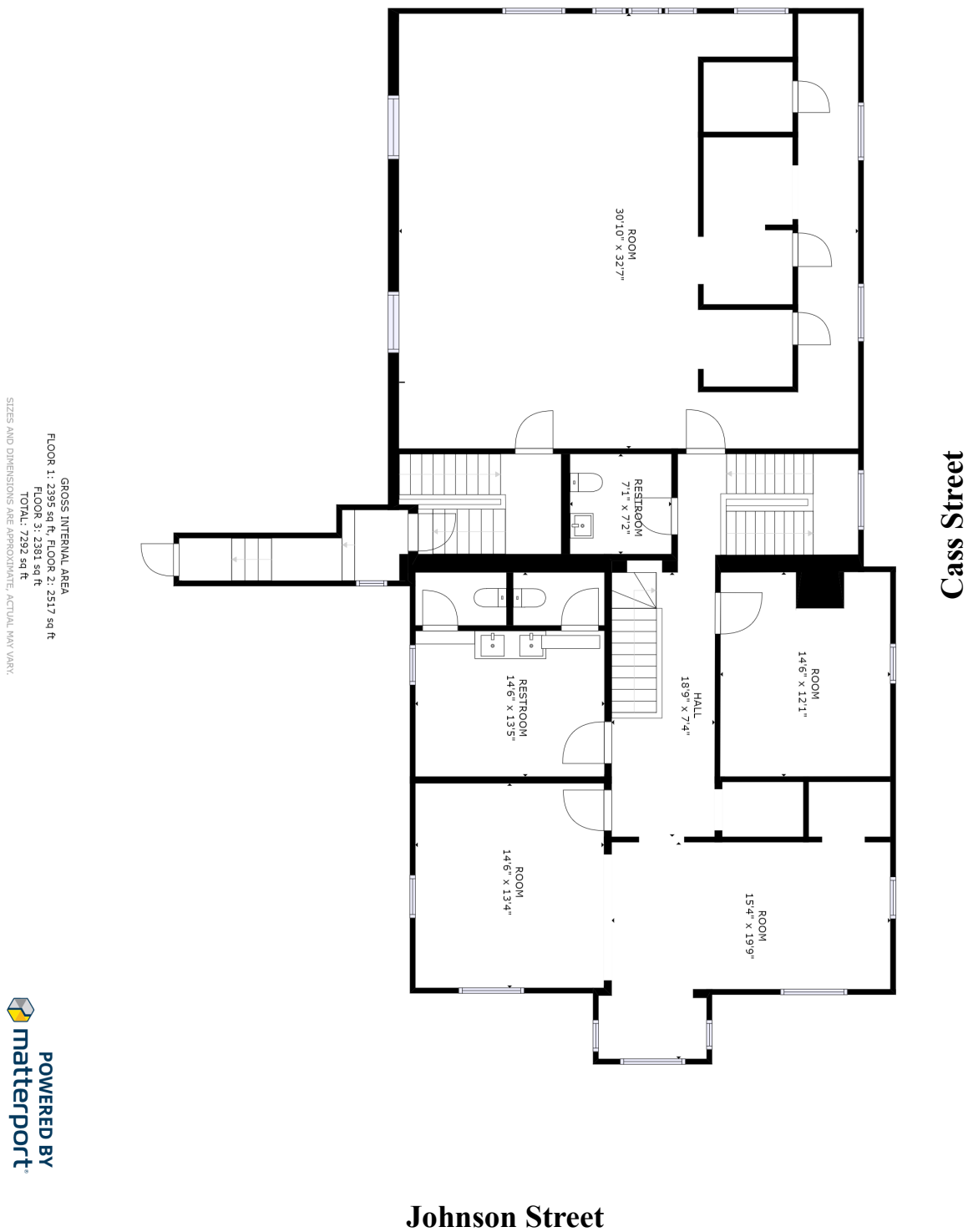


City of Woodstock



# Floor Plans (Main Level)

## Old Sheriff's House and Jail

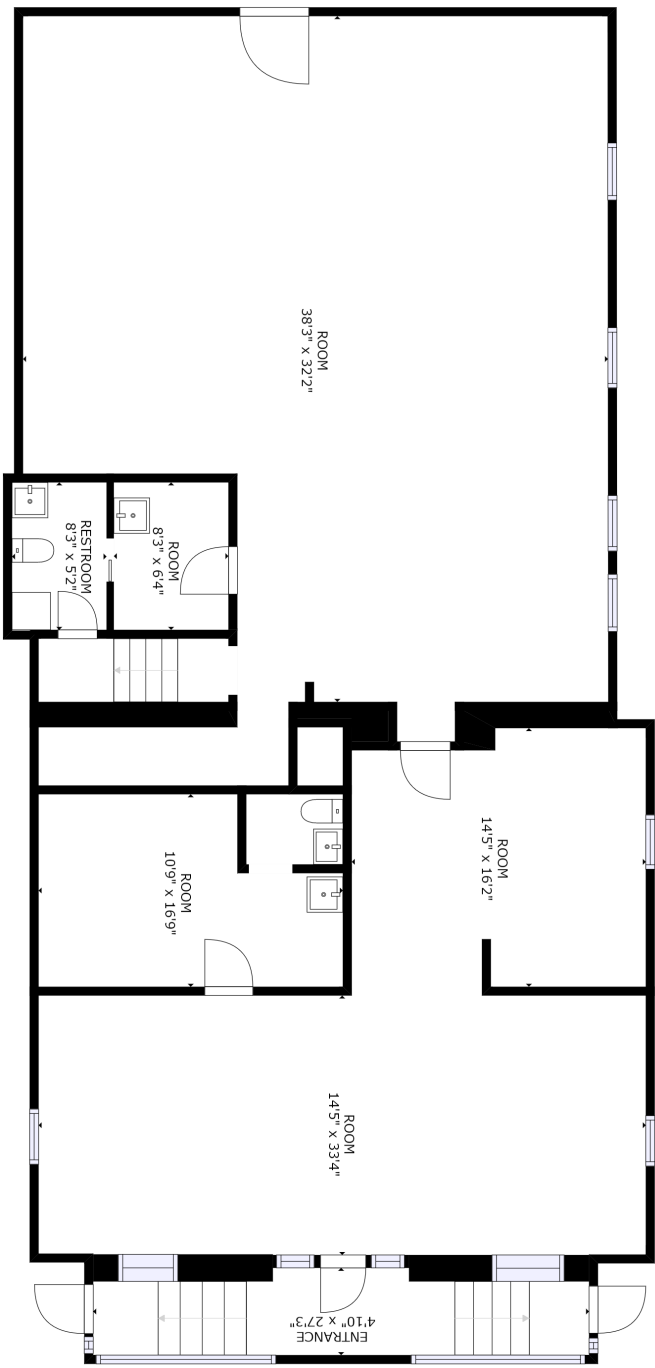


# Floor Plans (Upper Level)

Old Sheriff's House and Jail

FLOOR 1

GROSS INTERNAL AREA  
FLOOR 1: 2395 sq ft, FLOOR 2: 2517 sq ft  
FLOOR 3: 2381 sq ft  
TOTAL: 7292 sq ft  
SIZES AND DIMENSIONS ARE APPROXIMATE. ACTUAL MAY VARY.



Cass Street

Johnson Street

# Floor Plans (Lower Level)

Old Sheriff's House and Jail